



Franklin County
Dept. of Economic Dev. & Planning
150 South Front Street, FSL Suite 10
Columbus, Ohio 43215

JOB ANNOUNCEMENT

POSITION TITLE: Planning Project Coordinator
(Bargaining Unit)

PCN: 051111

SUPERVISOR: Planning Administrator

P. R.: A10

PRIMARY RESPONSIBILITIES: Coordinate and review zoning applications, building permits, and planning projects for compliance with applicable local, state and federal rules and regulations. Answers questions and advises developers, contractors, land owners and the general public of the planning and community processes, zoning ordinance and related laws and requirements. Performs analysis of and reviews recommendations of other staff members regarding zoning and building codes and development standards. Maintains department files and records.

MINIMUM QUALIFICATIONS: High school diploma or GED supplemented by vocational or technical training in engineering, community planning, building trades or related field with three years of experience in permitting, interpreting zoning and building ordinances or related field; or any equivalent combination of training and experience. Prefer Bachelors Degree (or 2 years experience) in city planning, community planning, regional planning, natural resources or other related field. Knowledgeable in GIS systems, Ohio planning, and zoning case law, and familiar with PC word processing and spreadsheet applications is preferred. Possess excellent oral and written communication skills.

STARTING SALARY: \$17.37/hour plus a comprehensive benefits package.
120 Day Probationary Period.

DATE POSTED: Thursday, June 13, 2013

DEADLINE TO APPLY: Wednesday, June 26, 2013

If interested, please go to www.franklincountyohio.gov/Commissioners/hr and apply on-line.

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